

# YN

## The Jumpstart on an Elite Career

High tech, complex cutting edge systems  
and computers.



### ENLIST INTO AN ELITE BUSINESS SERVICES RATING

- Operate computers, word processors, duplicating, audio recording and other office machines.
- As Executive Administrator and Office Manager, maintain responsibility for personnel, legal and administrative records.
- Write official letters, reports and correspondence.



### GREAT BENEFITS

- Opportunity for advanced professional training and college education through formal Navy schools and the Navy College Program.
- Receive comprehensive health, retirement and life insurance entitlements while traveling the globe.
- Obtain outstanding office management skills, training and experience directly transferable to civilian employment.

### CIVILIAN RELATED JOBS

- Office Administrator
- Administrative Assistant
- Legal Secretary

**Enlistment Bonuses  
Available**

**Money for College**

**Reenlistment  
Bonuses**

**Sea Duty Pay**

### HOW YOU CAN QUALIFY

- Be resourceful, have great typing skills and be people-oriented.
- Have the ability to be a team player with excellent oral and writing skills.
- Be able to work alone with little or no supervision or closely with others under close supervision depending upon assignment.
- Possess the ability to keep detailed and accurate records.
- Attain a qualifying score on the Armed Services Vocational Aptitude Battery (ASVAB).

**YEOMAN (YN) RATING**



# NAVY

LET THE JOURNEY BEGIN <sup>TM</sup>